

**ADULT LEAGUE
CAPTAIN'S HANDBOOK**

**REVISED EDITION
Winter 2018 – Rev. 1-26-2018**

This Captain's Handbook is presented as an aid to first-time as well as experienced captains. As rules periodically change, if the Handbook differs from the rules, the rules will prevail.

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HISTORY

The () was first registered with the United States Lawn Association (the today) in 1934 by a group of local enthusiasts wanting to promote tournaments and raise money to support junior .

activity during that time centered on play in the city-maintained parks at Piedmont, Grant, Candler, Peters, Oakland City and West End. A few clubs, such as the Northside Club at Juniper and Ponce de Leon, the Kennolia Club on Kennolia Drive, West End Club on Donnelley Avenue, and the Club at Argonne and Ponce de Leon also offered facilities to the public.

From the time of its formation until 1971, had about fifty members whose primary interest was grass courts, junior and tournament promotion. League play as we know it today did not exist anywhere. In 1970, Charlie Cox was elected President of and hit upon the concept of league play as a way to attract new members in order to have the volunteers necessary to bring major tournaments to . Since league play began in 1971 with a membership of 900, the organization has grown to approximately 80,000 adult and junior members and year- round league play. promotes five tournaments a year and encourages junior development through the Junior Challenge Ladder. The Foundation was set up as the charitable arm of , and *Net News*, the organization's magazine, is published six times a year to reach out to our members. In 1995, bought its own building at 6849 Peachtree-Dunwoody Road, Building A1, , Georgia 30328 -1610, where we continue to work and grow the largest recreational league in the world.

WEB SITE [www.](#)

The [web site](#) is your source for documentation, [calendar information](#) and access to all league and player information.

To ensure enhanced security within the [System](#), you will be required to set up a member user name/password. Log in is required in all areas except for Players & Teams, Facilities, and Weekly Division Standings.

If you have not set up an [user name/password](#) as part of your membership information, contact the [office](#) at 770-399-5788.

We are constantly improving the functions of the [web site](#). As we implement upgrades, the handbook may not immediately reflect those improvements. We appreciate your patience.

My Menu: The System provides all information regarding your own membership in My . You will find:

- My Profile
- My Rosters
- My Schedules
- My Standings
- My Scorecards
- My Play-offs
- My Ladders
- My Tournaments
- League Documents
- Renew My Membership
- on the Go—this is the companion site designed specifically for mobile devices. Members may view rosters, schedules, and standings. You can also obtain directions to matches and enter scorecards. This is not an app.

Players and Facilities Menu: The System provides all information regarding team management and registration in Players & Facilities. You will find:

- **Rosters**

My Rosters: Members may search for a specific roster by defining the search criteria or by scrolling through the list of all rosters affiliated with that member.

New/Reinstate Roster: Members may begin the roster registration process by selecting from the leagues listed. See page 11 of this handbook for complete information.

Post-Season Deletion: A member may request that he/she be removed from a team roster at the conclusion of that team's season. The deletion is approved only if the member was never listed on a scorecard for any match and the request is submitted within 30 days of the last dual meet of that team's regular season. Also, any awards earned by the team and distributed to the player, must be returned to the office within the 30 days. If approved, the final level flight for that team will be removed from the member's history.
- **Members**

Search: Members may search the membership database by #, name or position.

New Member: A player or a roster creator may purchase a membership.

Add Multiple Members: A roster creator may enroll multiple members.

Renew Membership(s) or Renew My Membership: Members and roster creators may renew their own membership, that of any other member or multiple members.

- **Players and Teams**
Players Looking for Teams: Captains may search for available players by defining the search criteria; Year, Season, League, Gender and area. Members may post themselves to this page by scrolling to the bottom and select New.
Teams Looking for Players: Players may search for teams by defining the search criteria; Year, Season, League, Gender and area. Captains may post their team to this page by scrolling to the bottom and select New.
- **Facilities**
Search: Members may search the facilities database by defining the search criteria; Facility Number, Name, City, or County or by scrolling through the Facility list. Members can also find directions to a facility and view teams playing out of a facility.
Request New Facility: Members may request a facility inspection for a new facility or for a facility that is blocked. A blocked facility is one that had been approved for league play but has been blocked because it has not been used by any team for at least three years.
- **Coordinator Sign-Up:** Members may apply online for an Flight Coordinator position.
- **Division Standings:** Members can monitor team standings each week by defining the search criteria: Year, Season, League, Age (for Junior Leagues), Level Flight and Division.

Leagues and Tournaments Menu You may access league specific information, including their calendar, enrollment forms, and league documents from the following drop down menu:

- **Adult Leagues**
- **Junior Leagues**
- **How to Join**
- **Junior Challenge Ladder**
- **Tournaments**
- **Play-offs**
- **Documents**
- **Calendar of Events**

ROSTER PREPARATION

1. **Download the roster information packet** once it is available online just prior to the start of the roster submission period. Read it completely before submitting a roster.
2. **Personally contact each player** about joining your team. Do not assume the players want to be on your team. is not responsible for a player being placed on a roster without his/her permission.
3. **Have the correct membership number** after receiving a commitment from each player. You may search for any membership number by selecting *Players & Facilities>Members>Search*. Please use care before making your selection, especially when multiple members may be listed with the same name . If a player has more than one membership number, contact them so they can remedy this with the office. Having more than one number is not allowed.
4. **is not responsible for any incorrect information.** Make sure your players have entered their current information onto the web site including email address and birth date.
5. **There is no restriction regarding the maximum number of players** you may have on your roster. Two or more players above the minimum are recommended. Be sure you have enough players available each week of league play to avoid excessive defaults (See Rule V.D), which will result in penalties (See Rule V.E.) for you and your teammates. The minimum number of players for each league is listed below.
 - Men 12 players
 - Sunday Women 12 players
 - Thursday Women 12 players
 - Mixed Doubles 12 players (6 men, 6 women)
 - Senior Men 10 players
 - Senior Women 10 players
 - Senior Mixed 10 players (5 men, 5 women)
 - Senior Day Men 8 players
 - Senior Day Women 8 players
6. **A person who has never been a member of** must obtain an membership number before being placed on a team roster. New members are required to reveal any Rankings that may apply. (See Rules I. F.) Once an number has been obtained, that number is the one to be renewed for all future play. Members should update their profile information in order to keep that number current. This information is used for all correspondence to members including receipt of copies of the organization's news magazine, *Net News*.

To purchase an membership , log in to the web site and select *Leagues & Tournaments >How to Join*. You may complete the process over the internet and pay the membership dues with a credit card. Membership applications can also be completed at the office.

Once the application and payment are received, a membership number is assigned immediately. The number will be viewable online once it has been assigned. A membership card may be printed directly from the web site.

7. **If the facility you have selected for your team does not have a facility number**, you must request an inspection before the facility can be approved. Log in to the web site and select *Players & Facilities >Facilities >Request New Facility*. If your facility is located in Clayton, Cobb, DeKalb, Fulton or Gwinnett counties, then the Request Type is Regular; otherwise, select Annexation. Complete the form and click Submit. Allow 30 days for us to complete the inspection and assign a facility number, if approved. Your roster will not be accepted without this number.

8. **If the facility has been blocked**, you must request the same inspection and complete the same form as described in item 7. Usually, a facility is blocked when it has not been used by any team in the last 3 years, but there can be other reasons. Allow 30 days for the inspection to be completed, and, if approved, the block will be removed. A blocked facility must meet all current facility requirements before it can be unblocked.

TEAM PLACEMENT

Teams are initially placed by the **System** after comparing two evaluations; the team's most recent performance and the Top Player Calculation (TPC).

1. First, the system will evaluate a team's performance based on the team's most recent season during the past 12 months. High performing teams (city finalists, division winners, etc) will be preliminarily placed at a higher level flight and low performing teams will be preliminarily placed a lower level flight.
2. Next, the system will calculate the TPC. The TPC is the average of the top players on the roster using an assigned value for each player's most recent final level flight within the past 12 months. (A player may verify his/her final level flight on the [web site](#) by selecting *My > My Rosters*.) The TPC represents a preliminary level flight.
 - Men, Sunday Women, and Thursday Women: average of the top 10 players.
 - Senior Men and Senior Women: average of the top 8 players.
 - Senior Day Men and Senior Day Women: average of the top 6 players
 - Mixed Doubles: average of the top 5 men and the top 5 women.
 - Senior Mixed: average of the top 4 men and the top 4 women.
3. After comparing steps 1 and 2, each team's initial placement by the system will be the higher of the two level flights.
4. The assigned level flight is done by the League Vice President after considering the preliminary placement, the number of teams assigned to each level flight, and any Requests for Review.

ROSTER SUBMISSION

Captains are responsible for correct and complete roster information. Even if your team has been organized by a team management service or your facility organizes the team, the captain is still responsible for the accuracy of the information provided. If you do not check for errors and the correction deadline has passed, the roster stands as submitted. For roster preparation, see pages 8-10.

Submitting a Roster Online

Log in to the **home page.** Select *Players & Facilities > Rosters > New/Reinstate Roster*. Leagues accepting rosters will be listed. Select the league for which you are registering.

Select Reinstate if you wish to start with a previous season's roster. You may add or remove players and make any other adjustments, as needed. If you click reinstate, previous rosters from the selected league will be listed. Select the correct roster.

OR

Select New if you wish to start from scratch, adding all players and other items individually.

The Roster page will display. The System will prompt each step and will pop-up warnings for any errors. Return to previous steps to make necessary corrections by clicking Prev or by clicking the step number.

1. **Prep.** Carefully read the bullet list to insure you are ready to proceed. Check the acknowledgement box. Click Next.
2. **Players.** If you selected a roster to be reinstated, it will be displayed. Click Remove for any players who are not returning. Click Add Player to add members to this roster. The membership database may be searched by name or number.

If you selected New, click Add Player and select the members for your team by searching the membership database by name or number.

Check the certification box. Click Next.

3. **Captains.** From the drop down menu, select the members of this team who will serve as captain and co-captain. Click Next.
4. **Designees.** If you wish, you may select any member to assist in the management of this team. Designees may be removed when their assistance is no longer necessary. If the roster creator is not named as captain or co-captain,

they will automatically be given designee status. To select another member for this function, click Add Designee. You can search the membership database by name or number. It is not necessary to add Designees. When this is completed, click Close, and then click Next.

5. **Facility.** If you selected a roster to be reinstated, the facility from that season will be displayed. Click Change Home Facility if necessary. You can search the facilities database by name, city, and/or county. When you have found the correct facility, click Select.

If you are entering a new roster, click Select Home Facility. You can search the facilities database by name, city and/or county. When you have found the correct facility, click Select.

Check the certification box. Click Next.

6. **Requested Level.** Select your requested level flight from the drop down menu. See Team Placement on page 10 in this handbook for more information. All levels and flights may not be used in your league and there is no guarantee your team will be placed at the requested level flight. Click Next.
7. **Request for Review.** Check the request box if you need to communicate any unusual circumstances that should be considered by the league Vice President regarding the placement of your team. Include your comments. Click Next.
8. **Rankings.** You must identify any member who is or has been listed on a college or high school team roster during the current year. Those members are only eligible to play at or above the following levels:
 - **NCAA Division I team.** That member must play at the AA level for the remainder of the current year.
 - **All other college teams.** That member must play at the A level or higher for the remainder of the current year.
 - **High school team.** That member must play at the B level or higher for the remainder of the current year.

Select any and all rankings that **currently** apply to any member of your team. Failure to do so can be grounds for penalties in accordance with rules. Click Next.

9. **Error Check.** The System will check for and display any errors in the registration process. Click Prev or click the step number to navigate back to the step(s) containing errors. Make the necessary corrections. Click Next. (Once you have returned to an earlier step, you will have to click Next at each subsequent step.)

10. **Payment.** All players on your roster must have current memberships. You can enter a credit card to pay for memberships that have lapsed, or you can return to step 2 and remove those players. Once players have paid their dues, they can be added to your roster anytime before the corrections period expires (five days after the roster deadline.) Players left off the roster during the registration and correction periods may not be eligible to be added after the roster correction deadline. **Click SAVE.**
11. **Confirmation.** The Roster ID number will display. Record this number in case you must return to this roster for any reason. Also, you can and should print this roster.

MAKING CHANGES TO A ROSTER

If you find an error on the roster or if you have players to add or remove, you have up to five (5) days (not business days, but actual days) after roster deadline to make corrections.

No players may be removed after the roster correction deadline.

- 1. Log in to the web site and select *Players & Facilities > Rosters > My Rosters or My > My Rosters.***
- 2. Select the roster you wish to amend.** The member tab will open displaying a list of all the members.
- 3. To add players:** Enter the member's number, then click the Add button *or* , if you do not know the membership number, search by name for the member. Select the player and they will be added to your roster. If you want to add multiple players, continue to click the Add button for each one.
- 4. To remove a player:** Click Remove to the left of their number.
- 5. To change your facility:** Roster/facility tab, click Select button to the right of Facility Name, fill in search criteria, click Search, then click Select to the left of Facility name/number.
- 6. To change your requested level flight, designees, etc., select the appropriate tab.**
- 7. SAVE the roster changes/additions** and the payment screen will appear if the added players need to renew their memberships. To avoid this step, players need to pay for their membership before you try and add them to your team. Otherwise, you may pay by credit card to complete adding these players to your team.
- 8. The Roster Summary page will appear with your current season's Roster ID.** Check it carefully and print it for your records.

Captains' Meeting

The Captains' Meeting is held the Saturday of the week the schedules are available online. Specific dates and locations are found in the roster packet or in the calendar online. New captains should attend but we encourage all captains to be there. After the Captains' Meeting, the PowerPoint presentation that covers many of the topics in this Handbook, as well as any new information or rules, will be available online. If you miss the Captains' Meeting, you should check the rules in the current season's Roster Information Packet or Schedule Packet for any new rules or rule changes.

SEASON SCHEDULE

An example of the season schedule is shown. Once the schedules are online, download the Schedule Packet for additional important information.



2015 Winter Mixed Doubles Schedule

A-1, Division 4 of 4

[Print Schedule](#) [Schedule Packet](#)

Team #	Facility	Captain / Co-Captain	Home Phone	Work Phone	Mobile Phone
1	BRECKENRIDGE/FC	RAUSCH, JODI email	(770) 555-1234		(770) 555-1234
		CASSERLY, CAYCEE email	(770) 555-1234		(770) 555-1234
2	CC OF THE SOUTH	HOBBS, TRACY email	(770) 555-1234	(770) 555-1234	
		SCOTT, PAMELA email	(770) 555-1234		(770) 555-1234
3	LEAFMORE CREEK	JONES, LIANNA email	(770) 555-1234		(770) 555-1234
		BRAT, DANIEL email	(770) 555-1234	(770) 555-1234	(770) 555-1234
4	MONTCLAIR	KRAFT, MICHAEL email	(770) 555-1234	(770) 555-1234	(770) 555-1234
		KRAFT, LAURA email	(770) 555-1234		
5	SANDY SPRINGS TC	ALLOY, JASON email	(770) 555-1234	(770) 555-1234	(770) 555-1234
		KUNKES, CRAIG email	(770) 555-1234		
6	SANDY SPRINGS TC	HACKETT, BRAD email	(770) 555-1234	(770) 555-1234	
		STEPHENS, RANDY email	(770) 555-1234		(770) 555-1234
7	SANDY SPRINGS TC	TROTTER, ROBYN email	(770) 555-1234		(770) 555-1234
		BOSLET, MELISSA email	(770) 555-1234		(770) 555-1234
8	VILLAGE MILL	MACEYKO, JENNIFER email	(770) 555-1234		
		HEDRICK, HOPE email	(770) 555-1234	(770) 555-1234	(770) 555-1234

[Print Blank Scorecard](#)

Sunday, January 04, 2015	Team 3 at Team 7	Team 8 at Team 1	Team 5 at Team 2	Team 6 at Team 4
Sunday, January 11, 2015	Team 8 at Team 5	Team 6 at Team 7	Team 2 at Team 3	Team 1 at Team 4
Sunday, January 18, 2015	Team 5 at Team 6	Team 3 at Team 8	Team 7 at Team 1	Team 4 at Team 2
Sunday, January 25, 2015	Team 4 at Team 5	Team 7 at Team 8	Team 1 at Team 3	Team 6 at Team 2
Sunday, February 01, 2015	Team 3 at Team 6	Team 2 at Team 7	Team 5 at Team 1	Team 8 at Team 4
Sunday, February 08, 2015	Team 2 at Team 8	Team 6 at Team 1	Team 7 at Team 4	Team 5 at Team 3
Sunday, February 15, 2015	Team 8 at Team 6	Team 5 at Team 7	Team 4 at Team 3	Team 1 at Team 2

ADDING PLAYERS

The Roster Add-On Period begins after the Captains' Meeting.

The requirements and restrictions for adding players are:

- Players to be added must have current memberships.
- Players to be added must have a final level flight that is the same or below the current team's level flight, or the players have not been listed on any adult league roster for more than one year.
- A maximum of six players may be added.
- All add-ons must be completed using the _____ web site.
- All add-ons must be accepted in the system by midnight on the day before the scheduled dual meet.

Log in to the _____ web site and select *Players & Facilities>Rosters>My Rosters* or *My _____ > My Rosters*.

- Select the current season's roster and you will be taken to the Members page.
- Put in the member number in the _____ number box. Click ADD,
or
- Search for a player by entering their first and last name. Click Search, then Select the correct member from the list.
- When all members have been added, click Save.
- Pay by credit card for any add-ons who are not paid members for the current year.
- Please note: Add-ons are not a substitute for entering a complete roster. Add-ons are intended to be an accommodation for unforeseen emergencies and are severely restricted.

If a player from the previous season was omitted from your roster, and your team has been lowered exclusively for the needs of that league and not in response to a request for review, then that player may be added back to his/her team. Contact your Flight Coordinator for assistance in this situation.

View the drop down menu on the printable scorecard. Once the season schedule is online, you can view your match scorecards. If a player is not listed, he or she is not on your roster. If you left a former player off your roster, there is a possibility that you may not be able to add him/her after the Captains' Meeting especially if a request for review was submitted for lowering the team.

BEFORE THE DUAL MEET

1. **Check your roster** to make sure all players are listed, or use the scorecard's drop down menu. Any player not in the drop down menu is not on your team.
2. **Read the rules.** They are available on the web site and in the Schedule Packet. If you have questions regarding any rules, call or email your Flight Coordinator. Please don't call before 9am or after 9pm as Flight Coordinators are volunteers.
3. **Confirm with your players in the line-up** that they are available to play in the designated position.
4. **If you are the home team** for your dual meet, you need to do the following:
 - **Call or email the visiting captain** no later than 4 days before your scheduled dual meet. Emails for captains are in the System and indicated on the schedule for direct mailing. Email addresses are required by for all captains and co-captains. If email addresses need to be updated in the System, go to the home page, log in and select *My >My Profile* and click Profile Details.
 - **Confirm the order of play** with the visiting captain. Both captains must agree to any change in the order of play. It is recommended that you confirm the agreement by email with the visiting captain and your Flight Coordinator. If teams are conflicted about the order of play, then the dual meet will be played in the order of 1-5, 1-4 or 1-3, depending on the league. Any line can begin earlier if all players agree. Captains may not agree to play late. Normal default rules apply to matches played out of order.
 - **Review the directions to your courts** which are listed at the bottom of your schedule and inform the captain of any change in those directions or road conditions which might affect the visitors' travel time. Providing the cell phone number of the home team captain is recommended in case a player runs into a problem on the way to the courts.
 - **If your facility has more than one court surface/type** approved by (hard courts, clay courts, indoor courts, etc.) under one facility number, it is a courtesy to let the opposing team know the surface/type on which they will be playing. Please note, however, if the different court surfaces have a different facility number, then you may only play on the court surface specified by that facility number.
 - **More than 2 courts may be used if both teams agree.** It is strongly recommended that you confirm start times and court surface/type for all positions in writing so there is no misunderstanding.
 - **Inform the captain of any special restrictions** your facility may have and any recommendations you may have for their comfort and convenience; for example, there is limited seating, so they should bring their own chairs.

MATCH SCORECARD

Completed scorecards must be exchanged prior to the start of the dual meet. A captain or acting captain must be present at the start of the dual meet with a copy of the completed scorecard. Both teams must supply scorecards. Line-ups may be written on a piece of paper if necessary.

How to print a scorecard.

1. Select *My* > *My Rosters*
 Select Schedule next to the roster in which you are currently playing. Click Print Blank Scorecard. The players on the roster will appear at the bottom.
Or
2. From the Schedule
 Select the match: For example, Team 2 at Team 6. Select player names for each line from the drop down menu. Print the card, but **Do Not Save It**.
Or
3. Select *My* > *My Scorecards*
 Select from the matches listed in red text. Select player names for each line from the drop down menu. **If a player is not listed, then he/she is not on your roster and is ineligible to play.** Print the card. **Do Not Save It**.

Scheduled Match Date: 2/20/2011
 Match Was...

Warning - The Scorecard should only be entered when this match is complete. Once it is SAVED, it cannot be changed.

Home: MAYFAIR/ST CLAIR (JANIS)	Away: ROSWELL PARK (SPEERS)
1 2 3	Played on... 1 2 3
1D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/> 02/20/2011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	1D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/>
2D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/> 02/20/2011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	2D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/>
3D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/> 02/20/2011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	3D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/>
4D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/> 02/20/2011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	4D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/>
5D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/> 02/20/2011 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	5D <input type="text" value="Select Result..."/> <input type="text"/> <input type="text"/> <input type="text"/>

DURING THE DUAL MEET

1. **Each team must have a captain or acting captain present** at the beginning of every dual meet. Line-ups for all positions must be exchanged simultaneously before the start of the dual meet. Use full names (first and last) on scorecards, not nicknames, exactly as shown on the roster. Players with legal name changes are required to update their profile in the System before the new name appears on the scorecard. I
 2. **Each of your players should be familiar with the *ITF Rules of* and *The Code*.** Both publications are available on the web site.
 3. **Begin the 10 minute warm-up.** A player is never denied a 10 minute warm-up even if that player arrives just before the default time expires.
 4. **Matches should start promptly** at the time specified in the Rules for each league.
 5. **If captains have agreed to begin the match with more than 2 courts, the start times for the subsequent lines are unchanged.** For example, you have agreed to use 3 courts and play lines 1, 2, and 3 at 9:30am. Line 4 is expected to arrive by 10:30am and line 5 is expected to arrive by 11:30am. The start time for line 5 is unchanged, unless captains agree to change line 5 to 10:30am.
 6. **A team is in default if a pair is not courtside within 20 minutes of the scheduled start time for the position.** If the previous match extends beyond the default time, play must begin immediately when a court becomes available. The nondefaulting team may agree to wait past the normal default time, but they should be specific about the length of time they are willing to wait.
 - A defaulted match must be the lowest position.
 - Any points earned below the defaulted position will be forfeited.
 - To avoid defaults and forfeits, you may move a player who is in the line-up to a higher position or you may bring a new player onto the scorecard/line-up to play for the missing or injured player. You may never move a player who is in the original scorecard/line-up to a lower position.
- Warning: There are occasions when the defaulting pair will finally arrive to the courts after the non-defaulting pair has claimed the point. If the four players choose to play the match, then the default has been waived and the match will be recorded as played. You may not claim the point by default and also play the match. Once the dual meet is concluded, all scores are recorded, and the scorecard is signed, players can then arrange to play a non- match.
7. **Any disagreement during a match must be settled by the players on the court.** They may request a copy of the rules, but no one may intervene or assist in any other way.

8. **Coaching is NOT allowed** from anyone or at any time during the match, including breaks.
- Receiving text or other electronic messages during a match is prohibited. Players should give their phones to teammates or spectators on the sidelines if they are expecting a message or a call.
 - Once a match has begun, any communication, including cheering, from teammates, coaches or fans should be understood by all, or it could be considered coaching. A pair on the court may speak to each other in any language; however, they need to be able to communicate with their opponent in a language they all understand.
 - If a team feels their opponent is being coached, the captains should recognize the concern and work together to resolve the issue. It is the captain's responsibility to control their players' and spectators' conduct.
9. **The 7-Point Tie break is played when the set score is tied 6-6.**
- The person whose turn it is to serve shall serve one point from the deuce court.
 - The opponent shall then serve two points beginning from the advantage court.
 - Each player serves alternately for 2 consecutive points.
 - After 6 points are played, the teams switch ends of the court.
 - The first team to reach 7 points is declared the winner if the margin of victory is at least 2 points.
 - After completing the tie break, teams will switch ends before the next set.
 - The team that served the first point of the tie break will receive in the first game of the next set.
10. **The 10-Point Tie break may be played in lieu of a third set if all parties agree.**
- The first team to reach 10 points is declared the winner if the margin of victory is at least 2 points.
 - The decision to play a 10-point tiebreak in lieu of a 3rd set for any line may be made at any point prior to the start of the 3rd set **during regular season play.** **(All players involved must agree.)**
 - This is **not** an option during Playoffs and City Finals, when full 3rd sets must be played in the event of splitting the first 2 sets. **(Note: The President or League VP has the authority to make an exception to allow the third set tiebreak to be used during Playoffs and City Finals.)**
 - Before the start of the tiebreak, there may be a 120 second break.
 - The next team in serving rotation will serve first in the tiebreak.
 - Each team may decide their serving order, just like for a new set.
 - The first person serves 1 point from the deuce side.
 - The second person serves 2 points starting from the ad side.
 - At the conclusion of 6 points the pairs switch ends of the court and every 6 points after that time. (This is not the Coman tiebreak.)

- The first pair to reach 10 and be ahead by 2 will win the tiebreak and the point for their team.
- Play is continuous throughout the tiebreak.
- The tiebreak is to be recorded as 1 for the winner and 0 for the loser in the place of 3rd set scores, i.e., 6-2, 5-7, 1-0.

11. **Incomplete matches or scores** may be partially entered and saved through -On-The-Go.

12. **When wrong pairs play** by mistake the match stands as played. The card should be annotated. Normal tracking rules apply; track your pair as they are listed on your card. For example: The #1 home pair plays the #2 visiting pair and the #2 home pair plays the #1 visiting pair. When this card is entered online, each pair is recorded with the number of games they won. If both team's #1s won in 2 sets, they would each have 6, 6 and win listed by their names. The #2s would both have their game scores and loss listed by their names.

Include an explanation in the comment box so the Flight Coordinator will know what happened.

13. **Matches must be completed on the scheduled date** unless interrupted or delayed by inclement weather.

Exception for Senior Men and Senior Women: Any match or matches not completed by 11pm may be suspended. The match must be completed on or before the date and time stipulated for inclement weather make-up matches.

14. **Once all matches are completed**, captains or acting captains should review the scorecard to confirm that it is complete and correct, and both copies should be signed. Do not leave the match without a physical copy of the scorecard. This is your official record of the match and it must be available to the Flight Coordinator if it is required to resolve a dispute.

AFTER THE DUAL MEET

- 1. Enter the scorecard. Either captain or any player from either team can enter the scorecard.** This should be done immediately after the dual meet is completed per rule III.B.
 - Select the match scorecard from *My >My Scorecards*.
 - From the drop down menu below the scheduled date, select Played as Scheduled, Rained Out (Delayed), or Played Early.
 - If matches were played on a date other than the Scheduled Match Date, enter the date each match was played from the calendar drop down menu.
 - Carefully select the names from the drop down menu of all players for both teams. Player Not on Roster can be chosen and must be explained in the Comments box.
 - Enter the games won for both teams.
 - Compare all information entered against the physical scorecard for accuracy.
 - Click Save.
 - **Scorecards are final 10 days after the matches are completed.**
- 2. The opposing captain should review the card as soon as possible and approve or dispute it.**
 - Carefully Review all information; dates played, names of players, and scores.
 - Select Approve, unless you find any discrepancies, then select Disputed.
 - Explain the nature of the dispute in the comment box.
 - Click Save.
 - Any Captains who fail to review the scorecard and, instead, let the card auto-approve (48 hours) may not discover errors until it is too late to correct them.
 - **Scorecards are final 10 days after the matches are completed.**
- 3. The comment section** is provided for you to inform the Flight Coordinator of any issues that occurred during the match, as well as any scorecard discrepancies. When you are satisfied with your comment, click SAVE at the bottom of the screen. Disputes are handled by the Flight Coordinator and the tracking sheet will be adjusted accordingly.
- 4. Captains who falsify scorecards** will be suspended.
- 5. The Tracking Sheet** can be found by accessing your roster online: *Players & Facilities>Rosters>My Rosters or My >My Rosters*. It can be viewed by Captains, Co-Captains, and Designees for your team only. After the Flight Coordinator has approved the match scorecard and made any necessary adjustments, match results are available on the Tracking Sheet.
- 6. If a dual meet is played in advance of the originally scheduled date** and it is early enough to alter the order of dual meets played, then player movement will be tracked according to the date the last position is played.

For example: The week 5 dual meet falls on a holiday, so the first four positions are played before the season starts. The last position is played

between the week 2 and week 3 dual meet. Player movement will be tracked as if the week 5 dual meet was in fact week 3. Normal default rules will apply.

7. **If, due to inclement weather, matches have been postponed to a later date, then all player movements will be tracked from the originally scheduled date.** For example: Week 2 is rained out and must be postponed until the afternoon following the week 3 dual meet. Player movement is still tracked as week 2 even though week 3 was played prior to week 2.

| **Division Standings**

Select *My* > *My Standings*. Select the roster for which you are currently playing and the Division Standings will be posted.

To view the Division Standings for another division, go to *Players & Facilities* > *Division Standings*. Complete the search criteria: Year, Season, League Type, Age, Level flight, and Division. Click Search, then Select.

Division standings are preliminary when a scorecard is entered and finalized upon review by the Flight Coordinator.

COURT LIGHTING

1. **Lighted courts are required** for all ALTA approved facilities except for those that have been “grandfathered.”
2. **The home team should be certain that the lights are working** for the duration of the scheduled dual meet or match. You are expected to know if your lights are on a timer and are programmed to go on/off at specific times. If your facility is located in a park or tennis center, the home team captain should inquire about closing times that could interfere with the completion of the dual meet or match.
3. **If the home team cannot provide lighted courts** (grandfathered facilities) and the match extends beyond sunset, then:
 - The visiting team has the first option of providing home courts. If the visiting team cannot provide lighted courts, then
 - The responsibility reverts back to the home team, which must provide courts within the approved ALTA area. (See Alta rule IV.J). The courts must be nearby and the commute cannot exceed the time it would take to drive to the visitors’ courts. If the home team cannot provide courts, then
 - The home team will retire any incomplete matches
4. **Lights may go out during a dual meet or match because of “an act of God”** (lightning, power outages, etc.). Teams in this situation have different options as to how to proceed:
 - The visiting team has the first option of moving the dual meet or match to their courts. If the visiting team’s courts are not available, then
 - Players may wait (no more than 20 minutes) for the lights to return. If this does not happen, then
 - The match or matches can be rescheduled and treated as a rained out match.
5. **If the lights cannot be turned on, or they go off during a dual meet or match because of a timer malfunction, then:**
 - The teams should wait a reasonable amount of time (no more than 20 minutes) to determine if the situation can be rectified. If the lights fail to return, then
 - The home team must offer to go to the visiting team’s courts to complete the match. If the visiting team cannot provide courts for any reason, then
 - The home team must provide courts that are nearby and the commute does not exceed the time it would take to drive to the visitors’ courts. If the home team cannot provide courts, then
 - The home team will retire any incomplete matches.
 - **The match or matches may not be rescheduled.**

FACILITY BATHROOMS

1. **Bathrooms with running water and flushable, functioning toilets are required.** Porta-potties are not acceptable.
2. **If your bathrooms are not available for any reason,** the visiting team has the option of providing its home courts. If the visiting team cannot provide their courts, then you must find a nearby ALTA approved facility with acceptable bathroom facilities. Failure to do this may result in your team defaulting out.

INCLEMENT WEATHER

Matches may be postponed for inclement weather: rain, snow, extreme heat or cold, lightning, tornado watches and warnings.

1. **Regularly Scheduled Dual Meet.** If a regularly scheduled dual meet is delayed or interrupted by inclement weather, then all parties must wait one hour to determine if conditions improve. If conditions have not improved or the courts are not playable after waiting the required one hour, then that match may be rescheduled (see item 3). If all lines are rescheduled to be played on the same date, then those matches are a dual meet and regular default rules will apply. If each line is rescheduled to be played on different dates, then the default rules for inclement weather will apply (see ALTA rule VI.C.).
2. **Matches Played in Advance of the Scheduled Date.** If one or more positions are to be played in advance of the regularly scheduled date and have been delayed or interrupted by inclement weather, then all parties must wait one hour to determine if conditions improve. If conditions have not improved or the courts are not playable after waiting the required one hour, then the match, or matches, must be played before or on the originally scheduled date. Regular default rules will apply. (See ALTA Rule VI.E.)
3. **Making Up a Postponed Match.** After waiting one hour, teams may reschedule their match to any date prior to the published default date and time. See Individual League Rules for these times. If captains/players cannot agree on the date and time for the make-up match, then the match will be officially scheduled for the date and time published in the Individual League Rules. All postponed matches must be rescheduled within 24 hours.
 - Matches that were in progress must be completed by the original players and must be resumed at the point of the interruption.
 - Matches must be completed on the same court surface/type being used at the point of the interruption.
 - Designated players for matches not begun may be changed to other players on the roster.
 - Once players have agreed to a date, time, and location to complete the match, that becomes the new scheduled date and time for the match.
4. **Announced Default.** If a team announced it would default a position or positions before the scheduled dual meet, then those matches may now be played. If, however, the default time for the position(s) had passed before the weather delay, then the default(s) stands.
5. **Extending the Wait Time.** Teams may agree to wait longer than one hour. Captains should be specific as to how much longer they are willing to wait.

RAIN

1. **Consideration for the Away Team.** If it is raining before the start of the dual meet, the home team captain may inform the visiting team captain of the situation and they may agree that all parties will wait for conditions to improve. The captains **MUST**, however, stay in phone contact so the visiting team can go to the facility in a timely manner. When the rain abates or stops, the visiting team must proceed immediately to the courts. As the visiting captain, do not wait for the courts to be dry before you go to the dual meet. At that point, the courts are playable and your team is in default. Likewise, if a match in progress is interrupted by rain, the players do not have to remain courtside, but **MUST** stay in phone contact with each other to know when to return to the courts.
2. **Determining if Courts are Playable.** After waiting one hour or the rain has passed, players should examine the courts to determine their playability.
 - Check the lines on the court since they are generally more slippery.
 - A court may be deemed unplayable by any one of the four players participating in a match; however, all four players must be present. Determining the court to be unplayable is not a method to avoid a default (see rule VI.B.).
 - The players for each position can make their decision independent of their teammates. Position 1 may choose to play their match while position 2 chooses to postpone theirs.
3. **Second Rain Delay.** If a second rain delay occurs more than one hour after the scheduled start time of the match, you may reschedule the match. A team is only required to observe one rain delay.

Example #1

It is Saturday morning and teams have assembled at the World's Greatest Club (WGC) to play their mixed doubles dual meet against the South's Finest Facility (SFF). The number 1s, Dick and Jane from WGC and Jack and Jill from SFF, have completed their warm-ups and have started their first game. The number 2s, Bob and Sue from WGC and Bill and Connie from SFF, were late in starting their match so were taking their practice serves when it begins to sprinkle. Since the lines were beginning to get a little slick, all players collect their belongings and leave the courts.

All pairs should wait one hour to see if the rain will stop and the courts can be dried enough to resume play. If the captains decide to wait longer than one hour, it is advisable to specify exactly how much longer you will wait before making the decision whether to play. Refer to ALTA Rule VI. B.

Example #2

Assume the scenario in example #2 and all parties have waited one hour for the rain to subside. The courts are still unplayable. The line 1 players, who had already begun their match, have agreed to a date for their make-up match but cannot get courts at the home facility.

Line 1 players Dick and Jane and Jack and Jill had already begun play so they are locked into resuming the match at the game, score, service and sides when stopped. Jack and Jill then called their club, SFF, and found they could reserve a court to play the make-up match on Sunday afternoon at 2 P.M.. Once they have agreed, unless it is raining at 2 P.M. Sunday afternoon, these four players are obligated to continue their match at the newly-scheduled day and time. Both pairs inform their respective captains of the date, time and location of the scheduled resumption.

Example #3: Changing the line-up for a make-up match

SFF has just arrived at WGC's courts when it begins to rain very heavily. This does not look like a light summer shower. After waiting the required hour, Bob and Sue and Bill and Bonnie are discussing their schedules and check with WGC for court availability. Bob and Sue can play any day except Monday while Bill and Bonnie are really busy and can only play Monday. Polly Patience, the SFF captain, determines that she will have to place two new players in the line-up to play at the #2 position in place of Bill and Bonnie.

Line-ups for matches not started may be changed provided they do not conflict with player movement rules. Refer to ALTA Rule VI. A.

EXTREME HEAT OR COLD

1. **To Delay a Match.** A match may be delayed when temperatures are below 32 degrees or above 95 degrees Fahrenheit.
 - Temperature to be verified by the use of a Weather App for the zip code of the matches (wind chill and heat index are not a factor in determining temperature).
 - If temperatures are outside the playable range, then teams must wait one hour to determine if the temperature at the court will fall within the playable range.

2. **Take the temperature before each match.** The temperature may be taken at the start of each match. Although the temperature reading was within the acceptable range for positions 1 and 2, the temperature can be taken again prior to the starting time for position 3.

3. **Determining if conditions are suitable for play.**
 - Any one of the four players may choose to delay or postpone a match for extreme temperatures, but all four players must be present. Determining that conditions are not suitable for play is not a method to avoid a default (see ALTA rule VI.B).
 - Even though temperatures are less than 32 degrees or greater than 95 degrees, players may choose to play. All four players must agree, and once the match has been started it cannot be interrupted or postponed because of extreme cold or heat.
 - If any player decides he/she cannot continue, that player must retire and the point will be awarded to the opponents.

4. **Each position can make their decision independent of their teammates.** Position 1 may choose to begin their match while position 2 chooses to delay or postpone their match.

MATCH COURT PRIORITY

Regularly scheduled ALTA matches take precedence over all other ALTA league matches.

ALTA is not involved in court assignments regarding conflicts with other tennis organizations (USTA, flex leagues, etc). Each facility determines court usage in cases of conflict. If courts are in use by any other tennis organization at ALTA match time, then you must defer home court to the visiting team. If they cannot provide their courts, then you must find alternative courts. The same is true if courts become unavailable while playing an ALTA match.

POST-SEASON DELETION

A post-season deletion may be requested by a member of a team who has not played in any match or been listed on any scorecard. If the request is approved, the level flight for that team will be removed from the member's history.

To request removal from a roster:

- The member must log in to the ALTA web site, and select *Players & Facilities>Rosters> Post-Season Deletion*. Click New.
- The member will select from the list of available rosters and complete the form.
- The request must be completed on the web site within 30 days of the last match of the regular season.
- All awards earned by that team and distributed to the member must be returned to the ALTA office within 30 days of the last match of the regular season.

PLAY-OFFS

1. **Playoff matches will be scheduled** according to individual league playoff procedures that are provided in the captain's schedule packet.
2. **All playoff draw entries are tentative** until all scorecards are received.
3. **Since most playoff teams DO NOT share common opponents, no seeding is done.**
4. **Playoff matches may be played early** by mutual agreement.
5. **If more teams are designated as home teams than a facility can accommodate**, the facility manager will determine which team or teams will be playing at home. The remaining team(s) must defer home court to their opponents. If the opponents cannot provide courts, then the team must find alternative ALTA approved courts for their match.
6. **If playoff matches are still in progress at the scheduled time of your match** from your league or another ALTA league, your match will begin at the conclusion of the match in progress. However, teams can agree to play the match at another location. There is no provision made for courts being unavailable because of uncompleted USTA matches or local tournament matches. If the home team's courts are unavailable for one of these reasons, ALTA Adult Rule IV.J will apply.
7. **During the play-offs, the officially scheduled make-up time for matches delayed because of inclement weather** will be determined by the League Vice President and are announced by your Flight Coordinator.
8. **All line-ups must be approved by the flight coordinator.** Player movement rules do not apply to playoff or city final dual meets. Pairs will be placed in order of strength based on their win-loss record from the regular season.
 - Eligible players for play-offs and city finals must have been listed as a player on a scorecard at least two times during the regular season.
 - A value based on each player's win-loss record is calculated and posted to the tracking sheet.
 - For each line, add the values assigned to each player within the pair to determine the combined value.
 - The pair with the lower combined value must play higher in the line-up than pairs with a greater combined value.
 - If the combined values for two pairs are within two-tenths of a point, then those pairs are eligible to play in either order.

In the Senior Mixed League, all men are eligible for the men's doubles lines, and all women are eligible for the women's doubles line.

9. **Any changes in a playoff line-up must be approved** by the Flight Coordinator or, in his/her absence, the Overall Coordinator or the League Vice President. If approval is not available then the Captain must be aware that the unapproved line-up can be declared illegal if it does not meet the standards of an ALTA approved playoff line-up.

Once matches have begun, a player listed on the scorecard may be moved up but not moved down if needed to fill an absence. These changes must also meet the standards of an approved playoff line-up.

10. **A playoff dual meet is decided when one team wins 3 lines** in a four or five line league and 2 lines in three line league. Once that has happened, the lines that are still playing may retire their matches, and the lines that have yet to begin do not have to start. If lines have been played out of order or the playoff match was completed as a rain make up, see item 11 below for playoff default procedures.

11. **Playoff Default Procedures**

- **Dual Meets Played Out of Order** (See exceptions for Senior 4-line Leagues in General Rules/Adult League/Senior Leagues) **and Matches Played Early** – When lines are played out of order, the winning team CANNOT default above the 3 lines that won the match. The captain of the losing team SHOULD NOT concede unplayed lines until those players are courtside before their default time. For example, line 1 is playing in the final time slot by mutual agreement. One team wins at lines 2, 3 and 4 and line 5 is still on the court. The line 1 players listed on the card must be accounted for.
- **Scheduled Playoff Matches Rained Out** – Completed matches stand as played. Rained out matches can be made up individually under normal rain out default rules or all together under normal dual meet rules if the match was not started. If makeup matches are scheduled individually, each line stands alone and counts as 1 point toward the total of 3 that are needed to win the match.

12. **Enter the scorecard immediately after the match.** To enter playoff scorecards:

- Log in to the ALTA web site and select *Leagues & Tournaments>Play-offs*.
- Enter the Search Criteria and click Search, then Select.
- Locate your team in the correct round of the playoff draw and Click Scorecard.
- For completed matches, enter the scores and results.
- For incomplete matches enter the partial scores and select retirement for both teams.
- For matches not played, select Not Played.

Senior Playoff Rule:

13. Commencing during the first round of playoffs, and throughout all playoff Meets played through and including the City Finals Meet, the format/**order of play will be played in reverse order from the regular season order of play:**

- During the **Senior Men's and Senior Women's Leagues** (Summer), during all playoff Meets including City Finals, the order of play will be as follows: Line 4, Line 3, Line 2, ending with Line 1. If the Playoff Dual Meet ends in a 2-2 split/tie, the last Line on the court will play a 10-point tiebreaker to decide the winner of the Dual Meet.
- During **Senior Mixed League** (Winter), during all playoff Meets including City Finals, the order of play will be as follows: Line MX2, Line MX1, Women Doubles, then Men Doubles. If the Playoff Dual Meet ends in a 2-2 split/tie, the last Line on the court will play a 10-point tiebreaker to decide the winner of the Dual Meet.
- If the Meet is played as "delayed", the last Line to complete their match, according to date and time, will play the 10-point tiebreaker in the case of a 2-2 tie to decide the advancing winner of the Meet.
- The tiebreak will be scored as a separate final set of the match on the scorecard by checking the tiebreak box.

14. 10-Point Tie break.

- The player whose turn it is to serve shall serve one point from the deuce court.
- The opponent shall then serve two points starting from the advantage court.
- Play continues as each player serves alternately for 2 consecutive points.
- After 6 points are played, the teams switch ends of the court.
- The first team to reach 10 points is declared the winner if the margin of victory is at least 2 points.

INTERPRETATIONS

Interpretations cover situations not specifically stated in the rules. These also address questions that have arisen related to how certain rules are administered.

Rule I.A. Age Requirements. A junior player turning 18 may be added to an adult roster only on or after his/her 18th birthday. A player is eligible for a senior league if he/she will reach the required age within the current calendar year.

Rule I.C. Match Court Priority. In case of inclement weather on Saturday morning, men's league teams must wait one hour to determine if courts are playable. If courts are not playable, rain out rules apply. Teams may agree to wait longer if the delayed start of the dual meet will not impact the start of regularly scheduled Junior ALTA league matches. Rain make up matches or matches played early must take into consideration girl's league matches scheduled for 1:30 pm and boy's league matches scheduled for 3:30 pm. If a facility only has the use of limited courts for league play, men's teams should commence all dual meets no later than 10:00 am. If matches in progress are delayed by rain and resumed after one hour, juniors are required to wait until those matches are complete.

Rule I.E. Listed on two or more rosters. If a player is listed on two or more rosters, the office will mail a notice to the player and he/she will be given a reasonable amount of time to decide which team to play for. If notice is not received, the player will be removed from all current season teams on which he/she is listed. The player can then be added back after the captains' meeting (with no level flight check), but only to one of the teams from which his/her name was removed.

Rule I.F. College and High School Players. If a player is required to play at the AA, A or B level and is determined to be on a team lower than that level during the season, the player will be declared ineligible from the start of the season and all affected points will be forfeited. Taking points for this must be confirmed by the league VP.

Rule I.G. Removal from roster. When a member is added to a roster, the member receives an email at the address on file with ALTA. If the member wants to be removed from that roster, it is the responsibility of the member to contact the captain and have his/her name removed before the end of the roster correction deadline. If the member is unable to contact the captain or the captain fails to address the member's request, then the member may use the link provided in the roster-addition-email and request that he/she be removed from that roster. Failure to act will result in the member being left on the roster for the duration of the season. Once the season has ended, he/she has 30 days to request a Post-Season Deletion. If the player has not been listed on any scorecard and any awards have been returned to the ALTA office, then the level flight for the team will be removed from the player's history. Go to *Players & Facilities>Rosters>Post Season Player Deletion*.

Rule I.G.2 Eligible to add to roster. A player may not be added to a team roster after the captains' meeting if the most recent final level associated with that player is higher than the team flight/level. In determining the player's level, play in multiple leagues is considered. The appropriate "search sequences" for specific leagues are shown in the roster information packet along with information on team placement.

Question: Bill wants to be added to his neighborhood men's B-8 team. He has not played on a men's league team for over a year. However, he just played on a B-1 mixed doubles league team. Can he be added to the B-8 men's team now that the captains' meeting is over?

Answer: No, since Bill did not play in the men's league for over a year, the level associated with him is the level of his recent mixed doubles league team.

Rule II. Level Placement. VP's and Overall Coordinators will review preliminary leveling report for teams that have all or a great number of "new" players that affect the level placement of the team. If it is found that most new players have played at a much higher level prior to the last two seasons, VP's and Overall Coordinators have the option of changing the level placement.

Rule III.B. Exchange of match scorecards simultaneously, at the start of the dual meet. If only one captain has a card, a player from the other team must add names for all lines to the one card before play begins. If neither team has a card, each must add names for all lines on a piece of paper before matches begin. If one team can only supply names of line 1 and line 2, notations should be made on one or both cards and representatives of both teams should sign the note. If this is the case, forfeiture of points will be from line three and below. While score cards are no longer mailed, they are required for situations where there may be a dispute and should be kept so they are available for review.

Rule III.E. Winning and Losing teams. A winning team is a pair that, when playing together, has won more than 50% of their matches. A losing team is a pair that, when playing together, has won less than 50% of their matches. Therefore, a pair that has won 50% of their matches is not a winning or a losing team.

Rule III.E. Sandbagging. Example: A winning #1 pair is moved down while a losing #2 pair is moved up.

Question: From what line does the forfeiture apply?

Answer: The point of infraction is considered to be line 1.

Rule IV.A. Tie breaks. The standard USTA 7 point tie break is used by all leagues anytime the game score reaches 6 – 6. In this tie break, teams change ends after every 6 points. ALTA does not utilize the Coman tie break. In the senior men and senior women leagues, teams may elect to use a tie break in place of the third set. This will be a 10 point tie break. In addition, in the Seniors league during play-offs and finals, if a dual meet ends in a two-two split, the winner will be that team that has won the most sets over all matches/lines played. If both teams have won the same number of sets, then the winner will be that team that has won the most games over all matches/lines played. All defaulted lines will be scored as a two set win, 6-0, 6-0. If teams are still tied after both sets and games have been compared, then the players from the last completed match will play a 10 point tie break..

Rule IV.E. The 20-minute default rule. When a match is defaulted, it must be the lowest position. If the team does not show up at all, the team is defaulted out of the league and all points/matches for that team are nullified for the regular season. Thus, teams defaulting out provide no benefit to other teams in the division. The team is defaulted out of the league per ALTA Rule V. D.

Question: What happens to the rest of the division when a team defaults out of the league?

Answer: All matches played by that team during the season are nullified. Points won by teams when playing against the defaulting team are removed, and the schedule is revised to show a bye week for matches against the defaulting team.

If a team has a full line-up, but defaults a position below 1's because of unforeseen circumstances, the points below the defaulted point are scored as forfeits. If the team had indicated they were defaulting 5's but defaults a higher position due to unforeseen circumstances, the point defaulted is scored as a default as well as any positions indicated on the scorecard as not having players scheduled. All other points below the default are scored as forfeits.

Rule IV.G. 10 minute warm-up. We can never deny a player a 10 minute warm-up even if they get to the match at the last moment. The opponents do not have to warm the player up; the partners may warm up together.

Rule V.E. Excessive defaults. The penalty(s) for excessive defaults is to prevent all members from returning as a team (team suspension) and the captain from serving as captain (captain suspension) the following season. The number of players allowed back as a team varies by league (returning team minus one). A returning team is considered to be half the number of players required for a team in any given league. For example, if a league requires 12 players minimum on a roster, a "returning team" would be 6 players. Therefore, in this example, only 5 players could return to a team. In the mixed doubles league, a returning team is defined as 3 men and 3 women. These penalties apply only to the league where the excessive defaults occurred.

Rule V. E/F. Ineligible player after end of the season. If a team defaults out during the regular season, all points will be nullified as noted in rule V.D. If a team defaults out of a playoff dual meet, they are disqualified for any additional playoff dual meets and finals; however, regular season play is considered final. Likewise, if an ineligible player is discovered on a team during play-offs, that team is disqualified from play-offs and finals. The regular season stands as played.

Rule IV.D. Replacing an injured player. If actual play has not been started (i.e. the first serve has not been struck), an injured player can be replaced on the scorecard with an eligible player. A player already on the scorecard cannot be moved down, and the player who is struck from the scorecard is then considered an ineligible player for the remainder of that dual meet. If play is underway and the injured player cannot continue, the match is treated as a retirement.

Rule IV.E. Playing Match Early. When captains agree to play line 1 early without the agreement on times for the remaining lines, the default time for line 3 is twenty minutes after the normally scheduled time for line 3.

Rule IV.J. Home Clay Courts not available because they are frozen or have been frozen and have water on surface due to thawing. If the facility that the match is scheduled on has a separate facility number that applies only to the clay courts, Rule IV.J applies "visiting team has the first option of providing courts". If the facility has hard, soft and indoor courts under one facility number, the home team can move the dual meet to other approved courts available at the same facility. If the home team cannot provide courts, rule IV. J applies. If neither team can supply courts, **rule VI. B applies** as a rain delay

Rule VII.C. Playoff line-up approvals. This rule also applies to City Finals. The Flight Coordinator must approve line-ups in advance of playoff matches and finals matches.

RELIGIOUS HOLIDAYS

The following is a reproduction of the official ALTA policy concerning Religious holidays. It states that ALTA will not schedule league play around any religious holiday. Captains are urged to accommodate teams that may have a conflict by playing the scheduled match early. Captains who know their team will have a conflict are urged to contact the opposing team captain as soon as possible to try to schedule the match for an earlier date. Under no circumstances can two captains agree to play a match after the scheduled date of the match in the absence of rain.

WHEREAS, the Executive Committee of the Atlanta Lawn Tennis Association, Inc. (ALTA) has been requested by certain religious groups to schedule league play so as not to conflict with religious holidays; and

WHEREAS, it has in the past been ALTA's policy that it not discriminate in favor of religious groups by scheduling league play around a particular religious group's religious holidays; and

WHEREAS, ALTA is of the opinion that if it should show partiality for one particular religious group that it should do likewise for all religious groups and that to do so would create a difficult logistical problem; and

WHEREAS, ALTA has encouraged the team captains to make accommodations for conflicts with religious holidays on a voluntary basis, and ALTA believes that this is the most appropriate method for meeting the needs of this particular situation; and

WHEREAS, THEREFORE, that the Executive Committee of ALTA reaffirms its established policy of not scheduling league play to avoid conflicts with religious holidays of any particular group, but the Executive Committee does further strongly urge team captains to make every reasonable effort to reschedule matches on a voluntary basis and to play before the scheduled day.

PROTEST PROCEDURES

A captain has the right to register a complaint to his/her Flight Coordinator if the captain feels that a rule infraction has occurred.

The captain will adhere to the following procedures:

1. If the match scorecards are signed by both captains, or acting captains, without indicating the point(s) of protest, there are no grounds for protest.
2. Call the Flight Coordinator and detail the event(s) leading to the complaint. If the situation is resolved to the satisfaction of all concerned parties, the matter is concluded.
3. If the matter is not resolved, the Overall Coordinator will be informed and will attempt to mediate a solution.
4. If the matter still cannot be resolved, the Flight Coordinator will inform the captain of his/her right to file an official protest.
5. Any official protest must be submitted by the Captain or Co-captain to the flight Coordinator and League Vice President in writing (not by email) with a copy to the ALTA office within 5 days of the scheduled match being protested. Protest letters can be submitted via email attachment or via mail.
 - The League Vice President will investigate the official protest. Upon completion of the investigation, the League Vice President will render a decision to either uphold or reverse the Flight Coordinator's decision.
 - If the captain is still not satisfied with the decision, the League Vice President will inform the captain of his/her final right to appeal to the President of ALTA.
 - The President may grant or deny an appeal hearing. An appeal hearing is called at the sole discretion of the President. If an appeal hearing is granted, all parties will be notified about times, dates and procedures. The decision of the President is final.

OFFENSES

Consequences for minor rules infractions are enforced as follows:

- The first complaint to Flight Coordinator – The Flight Coordinator calls captain to give verbal warning.
- The second complaint to the Flight Coordinator (not from the same team who issued the first complaint) – Written probation for player and captain to last no longer than one full season of the particular league, i.e., Spring Men's league to Fall Men's league.
- The third complaint to the Flight Coordinator – The player and captain can be suspended for not more than one full season of that particular league.

Consequences for playing under an assumed name are enforced as follows:

- Suspension of captain from time discovered for one calendar year after the end of the current season.
- Suspension of player who played under an assumed name from time discovered for one calendar year after the end of the current season.
- Suspension of any player with knowledge that partner is playing under assumed name time discovered for one calendar year after the end of the current season.
- Suspension of any team member with knowledge that partner is playing under assumed name time discovered for one calendar year after the end of the current season.
- Consideration for partial or total probation of suspension would be given for any team member reporting infraction in a timely manner.

Consequences for physical violence are enforced as follows:

- Suspension of attacker for balance of current season (following season included if incident occurs on or after week 4 of season) minimum. Depending on severity of injury, suspension could be for life.
- Suspension of victim if he/she retaliates, beyond reasonable self-defense.

Consequences for profanity and threatened physical violence are enforced as follows:

- Offenders may be warned. A warning puts the offender on probation and additional complaints warrant suspension for balance of the season.
- A team captain may receive a similar warning as the offending player they chose to put on the court.
- Further violations by the offender may result in suspension for the captain as well.

MISCELLANEOUS

7 Point Tie break

Example

Assuming McEnroe and Evert vs. Connors and Navratilova have reached a game score of six (6) all. Assume Evert served the 11th game of the set and Navratilova served the 12th game of the set. From the deuce court, McEnroe serves the first point; Connors then serves point 2 from the advantage court and point 3 from the deuce court. Evert serves two points beginning in the advantage court and Navratilova serves one point from the advantage court. At this point the teams change ends of the court and Navratilova serves a second point from the deuce court. The tie break continues until one pair wins seven points by a margin of two.

Teams change ends to begin the next set because the tie-break counts as one game so the total in that set was an odd number of 13 games. An easy way to remember who serves first in the next set is to determine who served first in the tie break. The opposing team serves first in the new set.

Waiving a Default Time

Put a specific time on the waiver of a default; everyone will know at what time the default will stand if the player does not arrive.

Example

Patti and Polly from the World's Greatest Club (WGC) have won their match against Amy and Betsy from the South's Finest Facility (SFF) at position #1. Position #2 was still playing their match. Kim, one of the #3's from the World's Greatest Club, has called saying she has had car trouble but will be there soon. Patti, the captain of SFF, agrees to waive the default time and allowed the #4's to go on the court vacated by the #1's. The #2's are now finished and Kim still has not arrived. Patti tells Amy, the captain from WGC, that she cannot waive the default time any longer and will take the default unless Amy can produce a #3 player. Amy is now furious since Patti agreed to waive the default time until her #3 player arrived. Patti replies that she agreed to waive the default time because Amy indicated that Kim would be at the courts in a few minutes. This leads to more arguing and a heated discussion.

This situation may have been avoided if Patti, who was waiving the default time, told Amy how long she was willing to wait before invoking the default, e.g., "I'm sorry that Kim is having car trouble. I will be willing to waive the 20-minute default time and allow the #4's to go on the court before the

#3's. If, however, Kim is not here by the time the #2's are off the court, the default will stand."

Dispute on Score

Example

Jack and Jill (receiving team) are positive the score is 30-40; their opponents (Dick and Jane) feel just as strongly the score is 40-30 and called the score that way prior to the service of the point. After completion of the point, Jack states that Dick miscalled the score before he served the last point. Because Jack and Jill had won the point, they felt they had won the game, while Dick and Jane thought the score was now deuce. What do the four players do to resolve this dispute?

If you believe the score is miscalled, stop play and immediately rectify the dispute. If you do not realize the error until after the service of the next point has begun, you have to then resolve the dispute at the conclusion of the point by reconstructing the game thus far, e.g., who won the first point, the second point, etc. If you are unable to reconstruct the game and reach an agreement, count all points agreed upon and replay only the disputed points. If consensus can not be reached, typically because the number of points played in the game is in question, then play should resume from the last mutually agreeable score.

In some cases (and most of these are a direct result of (a) not making either a vocal call or hand signal obvious to all players on line calls and/or (b) not calling the score before each point and the beginning of each game), the players can never find a mutual point of agreement of the score. In that case, and as a last resort, you spin the racket. The winner of the spin gets to have the score he/she thinks is correct.

Errors in Calls: The Code, Principle 32

Example

Jane is receiving serve and Dick is calling the service line. Dick calls the serve out; Jane immediately corrects the call after returning the ball in the playing area of their opponent's court. What do you do?

When there is a disagreement between partners on a call, the ball is assumed to be good and the point is awarded to the opponents and is not replayed.

Error in Receiving: The Code, Principle 12

Example

In the spirit of compromise as partners, Dick and Jane frequently alternate which side of the court they play. However, this leads to confusion and halfway through the set, Jane ends up on the deuce side of the court instead of the ad side of the court. Jack and Jill realize their opponents are a little confused and question their positions after the first point has been completed. What do they do?

If the order of receiving in a game is changed by the Receivers, it shall remain changed until completion of that game but the pair shall resume their original order of receiving for the next game.

Hitting Court Fixtures: 2014 Rules of Tennis USTA Rule 27

Example

Dick and Jane were playing mixed doubles against Jack and Jill at the World's Greatest Tennis Club. This club has large lights that hang over the court along the doubles alleys on either side of the court. Jill hit a high lob that hit one of the lights before landing on the court. Dick claimed the point since the ball hit the fixture before it hit the ground. Is he correct?

Yes, he is correct. To carry this scenario a little further, if Jill hit a high lob that hit the court on the opponent's side first, and then hit the light, Dick and Jane would lose the point because the lob is considered good.

Leaving the Court if a String or Racquet Breaks: 2014 Rules of Tennis USTA Rule 13

Example

Dick and Jane are playing against Jack and Jill. During the match, Dick breaks a string in his racquet. He begins to leave the court to borrow a racquet. Jack tells him he will forfeit the match if he leaves the court. Who is correct?

According to ALTA Rules (IV. K.) a player shall have a maximum of 3 minutes in which to leave the court to obtain a replacement racquet. Violation of this time limit will result in forfeiture of the match. Therefore, Dick may leave the court to borrow a racquet.

Hitting/Touching Net

Example

After a long rally, Dick and Jack's opponent, Bob, hits a short wide-angled shot that sends Dick dashing towards the ball before it bounces a second time. Dick reaches the ball and hits the ball across the net to his opponents' side of the court. His momentum carries him into the net. What is the call?

As soon as Dick realizes he has hit the net he should announce that the point goes to Bob and Bill because he has touched the net.

Volleying the Ball Before It Passes the Net: 2014 Rule of Tennis USTA Rule 24.g. The Code, Principle 19

Example

It has been a long tough match. Jack and Jill are battling it out in the third set. Jane hits a floater coming right to Jill at her position at net. Jill closes the net quickly and reaches over the net and volleys the ball for a winner. Dick says the point is theirs because Jill crossed the vertical plane of the net to hit the ball before the ball crossed to her side of the net.

The ruling is correct that the point goes to Dick and Jane BUT it is up to the player hitting the ball to be honest enough to call the infraction.

This is Jill's call. If she in fact hit the ball on the other side of the net, she must award the point to Jane. In fact, if she has any doubt about whether or not she struck the ball on the opposite side of the net, she is honor bound to award the point to Jane. Jane is entitled to ask Jill if she reached over the net, but Jane is honor bound to accept Jill's call.

Line Calls: 2014 Rules of Tennis USTA Rule 24.h. The Code, Principle 19

Example

Each player is responsible for calling lines on his or her side of the net. Any doubt must go in favor of your opponent. If a ball is 99% out, it is 100% in. If you did not see the ball clearly, it is in. If the partners disagree on the call, it goes in favor of the opponents. The opponent may ask if the player making the call is sure of the call, but that is all. After that one inquiry, the call made by the player is final. You do not have the right to argue about your opponent's line calls any more than they have the right to give themselves the benefit of the doubt.

Player Hit by Serve: The Code, Principles 5 - 17

Example

Dick and Jack are playing doubles against Bob and Bill. Dick is serving to Bill but his serve goes astray and hits Bob before it hits the ground. Is this counted as a fault?

If a player is hit by a serve, either the receiver or the receiver's partner, the point is awarded to the serving team. If a server hits his own partner with his serve, the serve is a fault.

Player Hit by Ball: 2014 Rules of Tennis USTA Rule 24, Case 7

Example

Jane and Jill are playing Chris and Linda in a doubles match. Chris hits a ball over the net onto Jane and Jill's side of the court. The ball is clearly going out since Jane was standing behind the base line. Jane sees the ball coming but cannot move out of the way fast enough and is hit by the ball. They are wondering who gets the point. If a player is hit by a ball, the point is awarded to the opponents even if the player is hit while outside the court.

Player Catches the Ball: 2014 Rules of Tennis USTA Rule 24.i.

Example

Dick and Jack are playing doubles against Bob and Bill. Bill hits a backhand volley which will clearly land behind the baseline. Jack is standing behind the baseline and rather than letting the ball drop and have to pick it up, he catches the ball in his hand. Bob claims the point because Jack caught the ball while Jack claims the point is his because the ball was clearly going out and he was outside the baseline when he caught it. Who is right?

Bob was correct. If a player standing outside of the court volleys or catches the ball in his hand, he cannot claim the point because the ball cannot be called out until it hits the ground outside of the court. If a player is hit or catches a ball before the ball bounces outside of the court, the point is awarded to the opponents.

The Let: 2014 Rules of Tennis USTA Rule 24.i, Case 8 and The Code, Principle 43

Example

Jane and Jill are playing Chris and Linda in a game of doubles on court #4. Chris serves the ball and as Jane prepares to return the serve a ball rolls across their court from court #6. Linda calls a "let" but Jane and Jill disagree claiming that Linda cannot call a "let" since the ball is not on her side of the net. Who is right?

Linda is correct. Anyone may call a "let". The point is played over with the server beginning with the first serve. This also includes the ball hitting or tipping the tape on the net on a serve. If when a first ball is served tipping/hitting the tape and landing in the correct service area, the server begins with her first serve. If the ball hits or tips the tape on the second serve and lands in the correct service area, the server only gets to replay the second serve.

If a delay between the first and second serve is caused by the receiver or by an outside interference, the whole point shall be replayed. If the delay is caused by the server, the server has one serve to come.

Clearing a ball that has rolled onto the court between first and second serves is generally not considered a sufficient delay to warrant the server receiving two serves unless this time is so prolonged as to become an interruption. The receiver is the judge on whether the server should be offered a first serve. If a ball is on the court at the beginning of the point and stationary, a player cannot later, during the course of the point, determine it is an interference and call a let.

In the same thought, if you have a second ball in your pocket while you are serving and it falls out after you serve your first ball, you may not call a let. Or if you toss your second ball behind you after you see your serve has landed in the service box, you may not call a let, although your opponents can claim the point as a hindrance in both circumstances. In addition, your opponents may require you to not toss a second ball behind you when your first serve lands good. In addition, your opponents may require you to clear stray balls from your court before you begin your service motion.

Service Out of Turn: 2014 Rules of Tennis USTA Rules 22, 23, 26 and The Code, Principle 42

Example

Assume Dick and Jane are partners. Dick begins service in the first set from the north end of the court; Jane's first service game is from the south end of the court. At the beginning of the second set, the pair decides that Dick will serve first for their side and his first service of the game will be on the south end of the court. Somewhere along the line, Dick and Jane reverted back to their serving from the first set and Dick began serving from the north end of the court again. Dick serves the first service of the game which was a fault when Jack and Jill (their opponents) questioned his right to be serving. What happens?

Since it was really Jane's turn to serve, she begins serving immediately (second serve of the first point of the game). What if the error had not been discovered until (1) two points of the game had been completed; or (2) the game itself had been completed?

Once the error is realized, Jane begins serving but all points played stand as played.

Service Out of Turn: 2014 Rules of Tennis USTA Rule 27.c.

Example

Once a game has been completed, the service order remains as changed. In other words, Jane will serve the next time it is their turn for service. The same rule applies if an error in service order should occur during a tie-breaker. For example, it is the first point of a tie-breaker and regular rotation requires that Dick should serve the first point. However, Jane steps to the line and serves an ace. The group realized Dick should have been serving. Because Jane's service turn was complete, the point stands and the order of serve is now altered for the remainder of the tie-breaker and Dick will serve points four and five.

Players to Incorrect Courts: 2014 Rules of Tennis USTA Rule 27.d.

If, after line-ups are exchanged, players proceed to the wrong courts, a correction should be made provided the first game of each affected match has not been completed. If either match has completed more than one game, both matches should be completed with the players that began the match. After the dual meet, scores should be entered with matches showing as played and the ALTA Flight Coordinator should be contacted immediately. The Flight Coordinator will make appropriate adjustments so that the players show as playing their planned position for the purposes of player tracking.

Cellular Telephones, Pagers and Other Electronic Devices: 2014 USTA National Regulations/QA

Cellular telephones, pagers and other electronic devices are not allowed on the court. Any audible disturbance of a phone, pager or other electronic device on the court during a match will be considered a deliberate hindrance. Receiving text or other electronic messages during a match is prohibited. Players should give their phones to teammates or spectators on the sidelines if they are expecting a message or a call.

If a telephone or pager is brought on the court and rings or beeps during a match, the opponent(s) claim a hindrance however the owner of the phone or pager may not call a let. The opponent should ask the owner of the phone or pager to turn off the device. If the owner refuses, the player(s) should complete the match and the captain should report the incident to the Flight Coordinator.

If the telephone or pager rings or beeps a second time during the match, the opponent wins the point based on a deliberate hindrance.